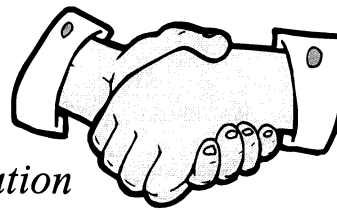


In Touch

The City's new monthly source for service information



Volume 2 - Issue 1

Building Codes, Permits and Inspections

THE BENEFITS

You assume that when you buy a home, rent an apartment, or walk into an office building or public facility that the structure is safe and sound. You don't think about the danger of electrocution when you turn on a light switch or plug in an appliance. You assume the plumbing works properly and is not a health hazard. You expect heating, air conditioning and other mechanical systems to operate safely and efficiently. Safe buildings don't just happen by chance, but are the result of a partnership between design professionals, professional contractors and professional building safety inspectors working together to build safe environments in which to live, work, learn and play.

Our community has adopted many construction codes in order to protect the health and well-being of our citizens, and has employed a number of trained professionals to help assure that those codes are implemented to build safe environments. Many times because people do not understand the reasons for certain codes, or the long-range benefit of complying with codes that they feel are overly restrictive, they become intimidated by the permit and inspection process. It is understandable for the normal citizen to be overwhelmed by the sheer number of regulations that can apply to any given situation.

The mission of city staff is to assist our citizens through the course of their projects by providing information and solution-based customer service in a courteous, professional manner. The goal is to partner with our citizens to achieve projects in which success is not only measured by the completion of a building or installation that has met all of their objectives, but ones that conform to all of our local building, fire and zoning regulations as well.

Many informational brochures are available in the City of Salina Building Services offices, or check the website: www.salina-ks.gov.

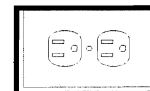
PERMIT INFORMATION FOR RESIDENTS

Building Permits

A building permit is required if any building is constructed, added on to, remodeled, renovated, repaired, altered or converted; except for the following which do not require a building permit:

- ✔ A tool or storage shed 120 square feet or less in size. This building is still required to meet zoning requirements such as setbacks and/or easements.
- ✔ Moveable cases, counters, and partitions not over 5' 9" high.
- ✔ When the walking surface of decks, porches, patios, floors and driveways is not over 30" above grade, a permit is not needed, unless it will be covered.
- ✔ Placement of sheet rock, painting, papering, replacement of cabinets or other similar finish work.

Electrical Permits



An electrical permit is required to install any wiring for transmitting electrical current to provide light, heat or power, or to make a change or addition to any such wiring. A permit is not required to replace an outlet, a switch or other minor electrical devices such as lights.

Plumbing Permits



A plumbing permit is required to install, remove, alter, repair or replace any water, sewer, drainage or gas piping. The same is also true for water heating or water conditioning equipment, such as water softeners. A permit is not required to open clogged pipes or clean pipes, nor to replace washers, faucets, toilet flush valves, sinks, toilets, bathtubs, showers, garbage disposals, dishwashers, ranges, clothes dryers, or flexible gas appliance connectors, unless new piping or the relocation of piping is necessary.

-OVER-

An informed citizen



is a better citizen!

Mechanical Permits



A permit is required to install, repair, alter, replace or renovate any mechanical heating, ventilation or air conditioning system. A permit is not required to install a portable appliance, a component part of assembly of an appliance, or a unit refrigerating system.

Fence Permits



A permit is NOT required to install, alter, relocate or replace any fence or wall 6 feet or less in height. Anything over 6' requires a permit. Proper placement and other zoning requirements must be met whether or not a permit is required.

Excavation/Concrete Permits



A permit is required to make any excavation (digging) in any street right of way or alley within the city limits. A permit is required to grade, construct, repair or reconstruct curbs, gutters, sidewalks and driveways from curb to property line. A licensed or registered contractor must perform all concrete or excavation work performed in the public right of way. Contact the Engineering Department at 785-309-5725.



Frequently Asked Questions

Q: How many different buildings can I have on my lot?

A: Only two additional detached buildings may be constructed on each residential lot. The area of all structures on the lot may not exceed 35% of the lot area (30% in the "R" zoning district). Only one of the allowed buildings can be used as a garage and only one of the buildings can be used as a storage building. One building can not be larger than 770 square feet and the smaller one can not be larger than 360 square feet, as long as the lot coverage limits are not exceeded.

Q: Can a homeowner do work on his or her own home?

A: Yes, if a person is the owner occupant of a single family dwelling. The owner-occupant is still required to obtain permits, inspections, and comply with the applicable codes.

Q: How long does it take to get a building permit?

A: Residential Permits generally take 2 to 3 working days. This time frame applies once a complete application with all of the required documents is received. Work CANNOT commence until the building permit has been issued.

Q: What inspections are required on a permit and how do I contact an inspector?

A: At the time a building permit is issued, you will also receive instructions regarding the required inspections. The required inspections are also indicated on the back of the inspection record card given to you at the time of permit issuance. Not all permits require the same types of interim inspections, but all permits do require at least a final inspection. To request an inspection for your permit, call (785) 309-5715 and your request will be processed and scheduled by the permit technicians.

Our objective is to help you in any way we can. We encourage you to visit our website at www.salina-ks.gov, or call us at (785) 309-5715 to get informational brochures and answers to all your questions. Also, please see our *Commitment to Service Quality*, which is our commitment for an efficient, customer-friendly process and safe, quality development.

Suggested Informational Brochures

- ◆ ***When Do I Need A Building Permit ?***
- ◆ ***Tips On Hiring A Contractor***
- ◆ ***Home Buying Tips***
- ◆ ***Swimming Pools***

Contact the Division of Building Services, 300 West Ash, Room 201, Salina, KS 67401

Phone: (785) 309-5715

Fax: (785) 309-5713

TDD: (785) 309-5747

Email: building.services@salina.org

Website: www.salina-ks.gov

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